



**Townsend Council Workshop Meeting Minutes
December 23, 2020 @ 7:00 pm
VIA CONFERENCE CALL**

Per the Governor's request, all scheduled meetings will be held via electronic means. Residents will be able to view documents posted to the meeting tab on the Town website at www.townsend.delaware.gov or by joining the meeting via computer.

Those wishing to attend may dial 1(301)715-8592. When directed, provide following meeting ID 82764217575# and then the following password 361631# to enter the meeting.

If you choose to access the meeting online Join the online meeting:
<https://us02web.zoom.us/j/82764217575?pwd=aHI4RDhTZ0xiME1HV0ZOcHRxSHZ3OT09>

- I. **Call to Order:** The meeting was called to order at 7:00 p.m. by Councilman Dugan.
- II. **Opening Ceremonies**
 - A. *Roll Call:*
 - a. The following Council and Staff were present with electronic access available for guests: Mayor T. McDonald, Councilman P. Miller, Councilman S. Lobdell, Councilman J. Mertz, Councilman E. Dugan Town Manager A. Mangeri, and Town Clerk A. Tantillo.
 - B. *Pledge of Allegiance:* Skipped for Electronic Meeting
 - C. *Recognition of Visitors:* No visitors present.
 - D. *Announcements:* None
- III. **Additions and Deletions to published Agenda:** None
- IV. **Approval of Minutes**
 - A. Approval/ Rejection of Council Minutes from the December 2, 2020 Town Council Public Hearing: *CM Lobdell motioned for the approval of the minutes as presented, CM Miller seconded the motion. (Vote: Lobdell- Yea, Mertz-Yea, Miller-Yea)*
 - B. Approval/ Rejection of Council Minutes from the December 2, 2020 Town Council Meeting: *CM Miller motioned for the approval of the minutes as presented, CM Lobdell seconded the motion. (Vote: Lobdell- Yea, Mertz-Yea, Miller-Yea)*
 - C. Approval/ Rejection of Council Minutes from the December 2, 2020 Town Council Meeting Executive Session: *CM Mertz motioned for the approval of the minutes as presented, CM Lobdell seconded the motion. (Vote: Lobdell- Yea, Mertz-Yea, Miller-Yea)*
- V. **Mayor's Report:**
 - a. Mayor McDonald shared that he had a discussion with the Town auditors and the Town is in the process of working through the recommendations.
- VI. **Reports**
 - A. State Police:

Council requests Lt. Lloyd to provide a status report on Delaware State Police activities at the next Council Meeting.
 - B. Town Attorney Fred Townsend III:
 - a. Council requested to hold an Executive Session at the next Town Council meeting, regarding an ongoing legal issue. There have been unsuccessful attempts to contact the party involved in the legal issue, but TM Mangeri will make another attempt and will update Council during an Executive Session at the next Council meeting.

- C. Town Engineer Edwin Van-Otoo:
- a. Council requested that Town Engineer Van-Otoo hold a discussion on the Town projects at the next Town Council Meeting.
- D. Town Manager Anthony S. Mangeri:
- a. Discussion and possible vote on Purchase of enhanced door access control system for service area.
 - i. TM Mangeri shared that he has received a quote Anaconda for the purchase and installation of an AiPhone System, which includes a buzzer, camera, and microphone doorbell, to allow staff to let visitors into Town Hall safely. This quote was received at the request of the Mayor. TM Mangeri shared that while Town Hall is not prepared to be open due to the COVID-19 pandemic, Town Staff is taking measure to ensure a safe opening, including the purchase of a new plexiglass window and air purifiers.
 - ii. TM Mangeri shared that he intends to request CARE Funds for the reimbursement of his purchase, and that he and staff have reached out to the County to determine if this qualifies for reimbursement, and the Town is awaiting a response back.
 - iii. The quote from Anaconda for this AiPhone and installation is \$2,960.00.
 - iv. TM Mangeri and Council held a discussion on the AiPhone and Council asked how the purchase would be covered if it was not approved for CARES reimbursement. TM Mangeri shared that this would be covered by Municipal Town Hall Maintenance Funds or Miscellaneous Funds.
 - v. *CM Lobdell motioned for the approval of the purchase and installation of the AiPhone, not to exceed \$3,000, CM Miller seconded the motion. (Vote: Lobdell- Yea, Mertz-Yea, Miller-Yea)*
 - b. Update on the COVID-19 pandemic.
 - i. TM Mangeri shared that the COVID- 19 Pandemic has become intense in the Townsend zip code, as well as the zip codes above and below us. The average percent positive in the last 15 days has been 33% and has been as high as 15%. Additionally, there were 17 new cases on December 23, 2020. The highest amount thus far, was on 12/18/2020, with 21 new cases.
 - ii. The state has closed all park office buildings until January.
 - iii. TM Mangeri reminded Council that they previously approved the closure of the Town playground, park equipment, and pavilion until January 2021 and asked if they wanted to extend this closure, due to the ongoing pandemic. He also asked Council if they wanted to remove the restroom areas in the Town Park due to the ongoing pandemic.
 - iv. TM Mangeri also shared that there have been a few members of the Townsend Community who have been affected by COVID but noted that there have been no delays in the service to residents and that staff has been even more productive.
 - v. TM Mangeri also noted that there were around 450 current hospitalizations, which is starting to reach capacity, with two thirds of the cases in New Castle County.
 - vi. TM Mangeri and Council held a discussion on the potential closure of the Town playground, park equipment, and pavilion.
 - vii. *CM Lobdell made a motion to extend the closure of the Town playground, park equipment, and pavilion for another 6 months or until it is safe to re-open and to remove the restrooms until the playground, park equipment, and pavilion are reopened. CM Miller seconded the motion. (Vote: Dugan- yea, Lobdell- yea, Mertz-yea, Miller-yea)*

- viii. Council asked for information on the state vaccination plans and TM Mangeri shared the state information with Council.

VII. Committee Reports

- A. Finance: Chair Mayor Thomas McDonald - Co-Chair CM Edgar Dugan
- a. Mayor McDonald requested a discussion of the Town's audit report at the next Town Council meeting.
 - b. Mayor McDonald shared that the audit report has been sent to him as the Finance Chair for review and that he will share the report with CM Dugan as the Co-Chair.
- B. Human Resources: Chair CM Patrick Miller
- No report.
- C. Public Works: Chair CM Edgar Dugan - Co-Chair CM Scott Lobdell
- a. No report
- D. Land Use & Development: Chair CM Scott Lobdell - Co-Chair CM Edgar Dugan
- a. Discussion of the 2020 Comprehensive Plan
 - i. Mayor McDonald shared that CM Lobdell and TM Mangeri provided comments to the Planning Commission which were taken into consideration. Additionally, TM Mangeri is working with TE Van-Otoo on updating the Town Maps.
 - ii. Mayor McDonald requested a discussion to review the Comprehensive Plan be added to the next Town Council meeting, to have a discussion prior to submitting the Comprehensive Plan on the extended date of 1/23/21.
 - iii. Mayor McDonald urged Council to review the Comprehensive Plan while TE Van-Otoo continues to update the Town Maps due to the addition of Townsend Acres.
- E. Veterans Committee: Chair CM Patrick Miller - Co-Chair CM Joshua Mertz
- a. CM Miller shared that he picked up the boxes of donations from around Town for the donation to the local VFW.
 - b. CM Miller will make a formal report at the next Town Council meeting.
- F. Public Safety: Chair CM Patrick Miller - Co-Chair – CM Joshua Mertz
- a. CM Mertz requested that Council review the Police Force Investigation given to TM Mangeri at the next Town Council meeting, as he has seen questions from residents after TM Manger had a discussion with the media.
- G. Community Relations: Chair CM Scott Lobdell - Co-Chair CM Joshua Mertz
- a. An update on the Townsend Holiday Decoration Contest.
 - i. CM Mertz and CM Lobdell drove around Town on 12/21 and 12/22 and took photos and videos of homes with decorations. CM Lobdell shared a document of the photos with Council.
 - ii. CM Lobdell requested Council review the document and respond to him with their top 3 picks. CM Mertz and Lobdell will them tabulate the winners and the winners will be announced at the 1/6/21 Town Council meeting.
- H. Parks & Recreation: Chair CM Scott Lobdell - Co-Chair CM Patrick Miller
- No report.
- I. National Wildlife Federation Liaison: CM Joshua Mertz
- No report.

VIII. Citizens Comments & Participation

No comments or questions made by citizens, no citizens in attendance.

IX. Adjournment

Mayor and Council adjourned the meeting at 7:39 pm.

Please note that this is a Council Workshop. The main function is to set the agenda and prepare for the next Town Council meeting. Some business may be conducted by Council if required. The agenda items as listed may not be considered in sequence. This agenda is subject to change to include the addition or deletion of items, including executive sessions.